

IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

Qualtrics User Guide

Instructions on Entering IDPH Prevention Surveys into the Qualtrics System

Preface

Department funded contractors are required to enter surveys from evidence-based programming and/or multi-session programs into the Department approved data collection system. **Qualtrics** is the online survey tool that allows prevention contractors to input pre/post survey data. The intent of the Qualtrics User Guide is to provide step-by-step instructions on how to enter survey data into the Qualtrics system.

Note: Contractors will need to utilize the *Qualtrics User Guide* along with the *IDPH Prevention Survey Guidelines and Survey Instrument Instructions* documents.

Sections of this guide were adapted from material developed by the following organizations/sources:

Qualtrics XM. *The Leading Experience Management Software* (2019).

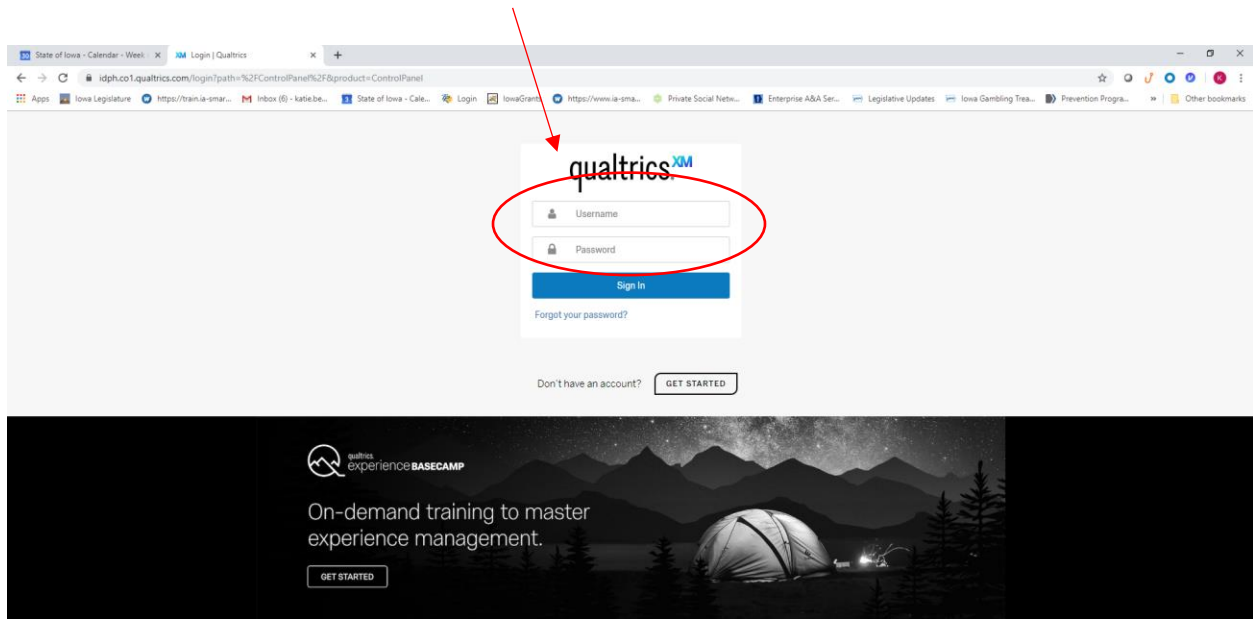
Qualtrics – IDPH Prevention

Logging into Qualtrics

**Where: www.Qualtrics.com/login**

Contractors will need to use the username and password assigned to the agency Qualtrics Account. Contact your supervisor if you do not have the username and password.

Note: See “Qualtrics Access” in the IDPH Prevention Survey Guidelines and Survey Instrument Instructions document.



Entering Data

**Where: [Qualtrics Home Page](#)**

Once you have signed into your agency’s Qualtrics account, you will be on the Qualtrics Home Page. This page will list All Projects that have been assigned to your agency.







Note: There are two square boxes listed directly after “All Projects”. Select the first box, as the instructions provided below will align with this option.

All Projects  Last modified ▾

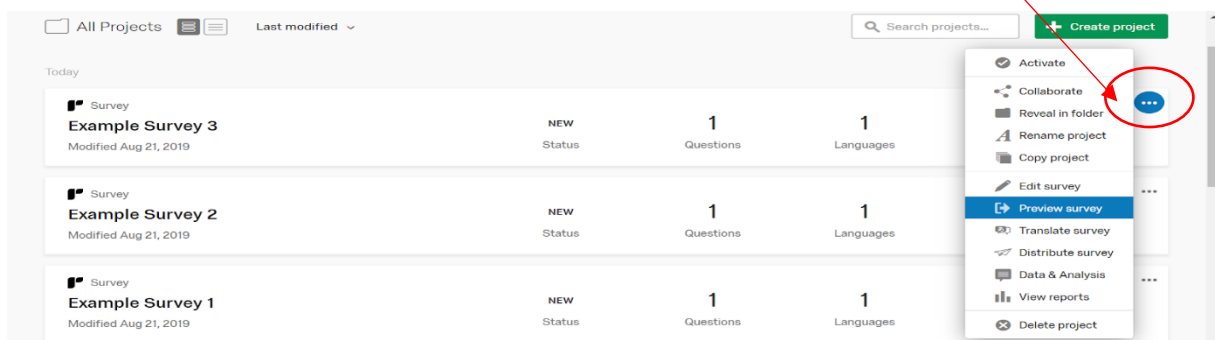
Search projects...

+ Create project

Today

 Survey Example Survey 3 Modified Aug 21, 2019	NEW Status	1 Questions	1 Languages	 1 minute Est. response time	...
 Survey Example Survey 2 Modified Aug 21, 2019	NEW Status	1 Questions	1 Languages	 1 minute Est. response time	...
 Survey Example Survey 1 Modified Aug 21, 2019	NEW Status	1 Questions	1 Languages	 1 minute Est. response time	...

Click on the three dots shown on the far right corner. Select "Preview Survey".



The screenshot shows the Qualtrics Projects page with three surveys listed. The rightmost survey, 'Example Survey 1', has a three-dot menu icon on its far right. A dropdown menu is open for this survey, and the 'Preview survey' option is highlighted. A red circle and arrow point to the three-dot menu icon, and another red circle and arrow point to the 'Preview survey' option in the dropdown.

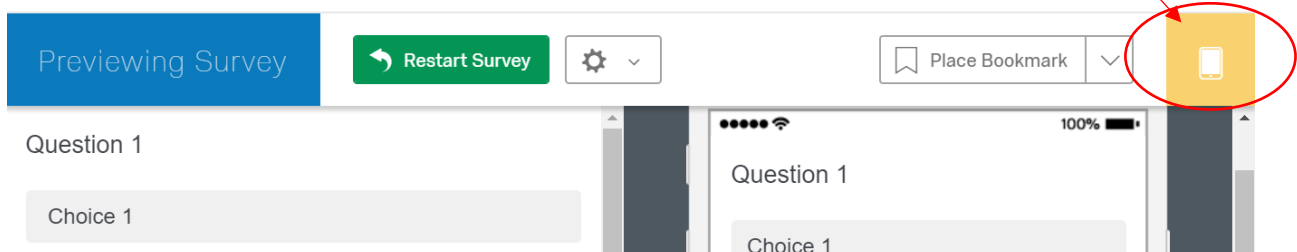
Entering Data



Where: Preview Survey

Once you have selected the appropriate Prevention Project you will be directed to the Preview Survey screen. Click on the yellow box to minimize the dual screen option.

Preview Survey



The screenshot shows the 'Previewing Survey' screen. At the top, there is a blue header with 'Previewing Survey', a green 'Restart Survey' button, and a settings gear icon. On the right, there is a 'Place Bookmark' button and a yellow box with a minimize icon (two overlapping rectangles). A red circle and arrow point to this yellow box. Below the header, the survey content is displayed in a dual-screen format. The left screen shows 'Question 1' with a choice of 'Choice 1'. The right screen shows the same content but with a status bar at the top indicating 100% battery and a signal strength icon.

Once the yellow box has been clicked the following screen will appear. At this time, begin entering the appropriate survey data.

Note: The actual survey questions will appear on this screen.

Preview Survey

Previewing Survey

Restart Survey

Place Bookmark

Question 1

Choice 1

Choice 2

Choice 3

Close

Once all data has been entered on each page, click the red arrow located on the bottom right side of the corner to continue entering survey data.

Note:

- Depending on the type of survey needed, there may be multiple pages to complete prior to the survey being completed.
- If the “Preview Survey” screen is closed during the data entry process, any data entered will not be saved.

Preview Survey

Previewing Survey

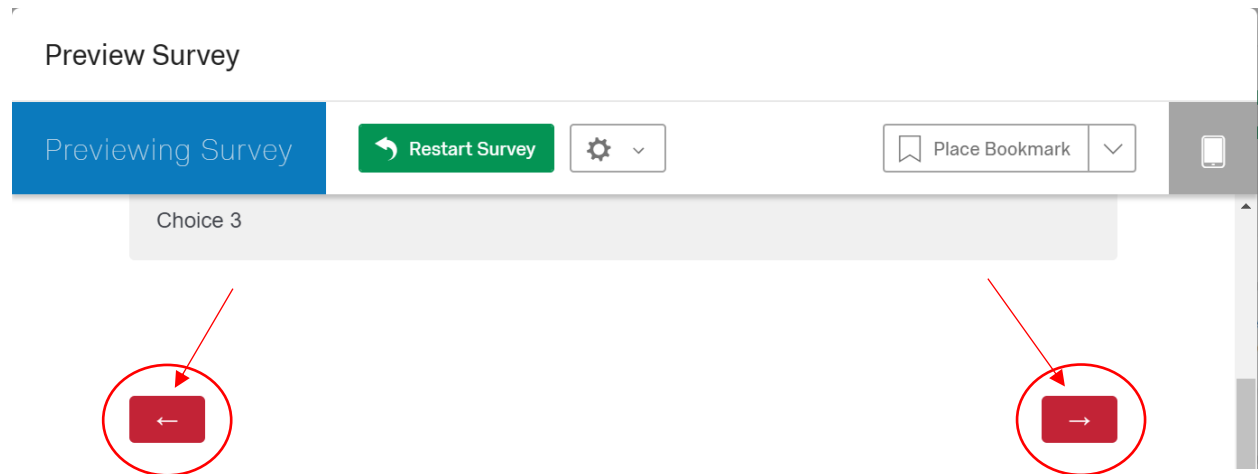
Restart Survey

Place Bookmark

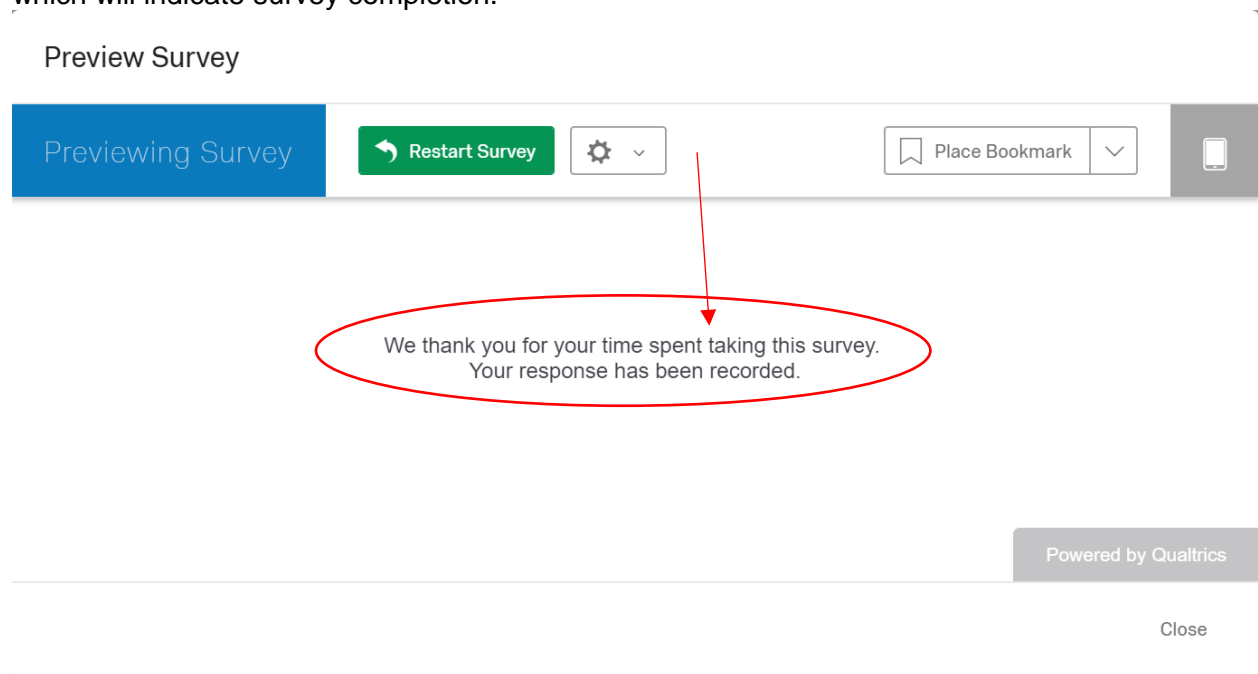
Choice 3

→

If a data error has occurred, click on the “Back” button which is the red button located on the lower left side of the screen. Once the correction has been made, click on the “Forward” button which is located on the lower right side of the screen and continue with data entry.





Once the survey is completed, click on the red box located on the bottom right side of the corner which will indicate survey completion.

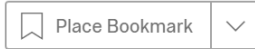



To enter a new pre/post survey, click “Restart Survey” which will direct you back to the first question.

Preview Survey

Previewing Survey



 



We thank you for your time spent taking this survey.
Your response has been recorded.

Once all pre/post surveys have been successfully entered, click on “Close” which is located at the bottom right corner of the screen.

Preview Survey

Previewing Survey

We thank you for your time spent taking this survey.
Your response has been recorded.

Powered by Qualtrics

Close